



Lococo's Ordering Guide

- Orders may only be placed **Monday 12:00 pm to Wednesday 12:00 pm** on-line through Web Tracker with a **minimum order of \$ 100.00**. Deliveries will be the following **Monday**. *If Monday is a holiday it will be delivered Tuesday.*

Web Tracker Website: www.webtracker.ca/snp

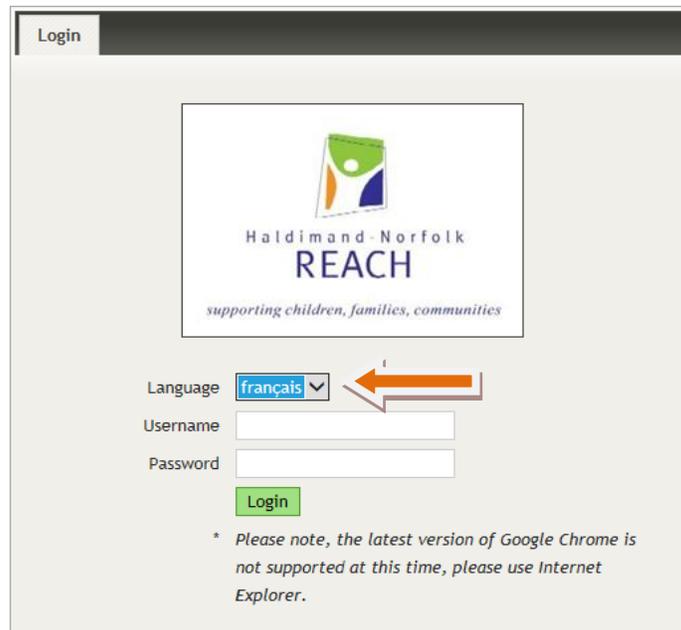
1. Log into web tracker using **“Internet Explorer”** with your school **“USERNAME”** and **“PASSWORD”**. See *Figure 1*.

To Login in and complete your report in **French**, go to the drop down language tab. See *Figure 1.1*.



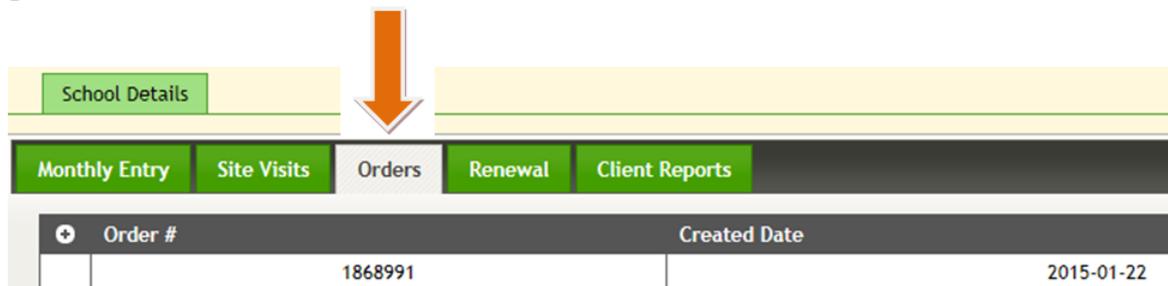
Figure 1

Figure 1.1



2. Click on the “**ORDERS**” tab. See *Figure 2*.

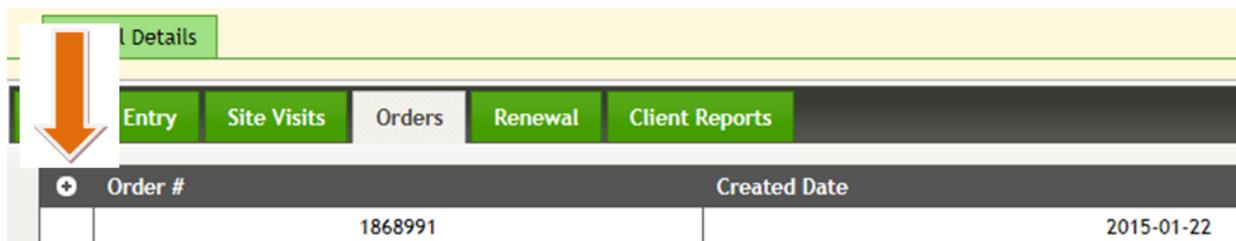
Figure 2



3. Click the *Figure 3*



. See *Figure 3*.



Please **DO NOT** click and edit a previous order as a way of placing a new order. The system will **NOT** accept the changes and will **NOT** recognize it as a new order. See *Figure 3.1*



Figure 3.1



School Details				
Monthly Entry	Site Visits	Orders	Renewal	Client Reports
Order #	Created Date			
1868991	2015-01-22	X	X	

- Click the “Lococo’s” tab – see Figure. See *Figure 4*.
Important: “Vendor Delivery Notes” – See *Figure 4.1*.

Figure 4

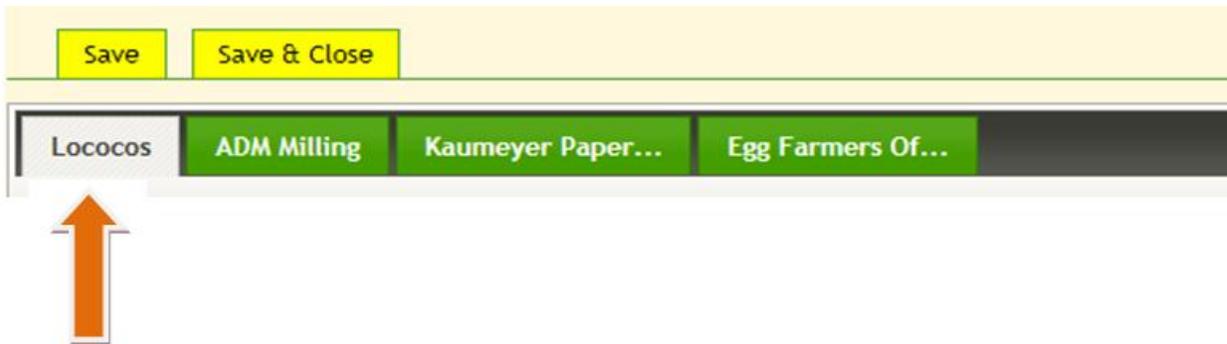


Figure 4.1

Vendor Delivery Notes	<p>PLACING AN ORDER: Orders MUST be submitted between Monday at 12 noon until Wednesday at 12 noon. ORDER CANCELLATION: If you wish to cancel an order, you must do so before WEDNESDAY NOON. 1/2 (half) case orders are for PRODUCE only (vegetables, and fruit). Non-produce half cases ordered will be invoiced and delivered as FULL CASES. Minimum Order for delivery is \$100. DELIVERY INSTRUCTIONS: PLEASE NOTE THE SPECIFIC INSTRUCTIONS FOR YOUR COMMUNITY DELIVERY - HAMILTON Orders will typically be delivered the following Monday. DELIVERY - NIAGARA Orders will typically be delivered the following Monday. DELIVERY - BRANT Orders will typically be delivered the following Tuesday DELIVERY - HALDIMAND Orders will typically be delivered to the Food Hub at the Salvation Army Dunnville the following Wednesday For information, contact or be Stoddart, Food and Logistics Coordinator at stoddart@brn.ca</p>
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Scroll down the page to the food items for ordering.

5. Enter in the quantity for the item(s) you wish to order. See *Figure 5*.

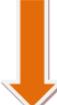
Figure 5



Food Item	Case Size	Quantity	Cost	Sub-Total
Dairy: Cheese Wiggles Salerno's	each case= 8/1kg bags	<input type="text" value="1"/>	\$70.80	\$70.80
Dairy: Cheese Strings	40 pack	<input type="text" value="0"/>	\$19.60	\$0.00
Dairy: IOGO Yogurt tubes Passionfruit/Orange *NEW	8*8*60g (64 units per case)	<input type="text" value="0"/>	\$23.60	\$0.00
Dairy: IOGO Yogurt tubes Raspberry-Strawberry-Ban *NEW	8*8*60g (64 units per case)	<input type="text" value="0"/>	\$23.60	\$0.00

Half orders are for **FRUIT AND VEGETABLES ONLY**. Please use 0.5 when ordering a half order. See *Figure 5.1*.

Figure 5.1



Fruit / Veg Broccoli	18's	<input type="text" value=".5"/>	\$26.00	\$13.00
Fruit / Veg Mini Carrots "L"	40 / 12oz bags	<input type="text" value="0"/>	\$40.00	\$0.00
Fruit / Veg Cauliflower "L"	12's	<input type="text" value="0"/>	\$40.00	\$0.00

6. Check the total at the bottom of the page to ensure your order is correct. See *Figure 6*.

Figure 6

Supplies - Napkin, 13x13" LUNCHEON	6000/case	<input type="text" value="0"/>	\$37.29	\$0.00
Supplies - Paper Towel, 128 sheet roll, HOUSEHOLD	20 rolls/case	<input type="text" value="0"/>	\$45.44	\$0.00
Supplies - Spoons, Plastic	1000/case	<input type="text" value="0"/>	\$14.67	\$0.00
			Total	\$503.00



7. Scroll back up to the top of the page and click the “Save & Close” button. See *Figure 7*.

IF YOU CHOOSE THE “CLOSE” FEATURE *Figure 7*, YOUR REPORT **WILL NOT** BE SAVED AND IT WILL HAVE TO BE RE-ENTERED. 

Figure 7



8. Once the screen is closed you will see your new order with the **Order#** and the **Created Date**. See *Figure 8*. Should you need to make any changes please contact:

admin@niagaranutritionpartners.ca

Figure 8



The screenshot shows a software interface with a table of orders. The table has two columns: 'Order #' and 'Created Date'. An orange arrow points to the 'Created Date' column.

Order #	Created Date
2259361	2015-09-04
1868991	2015-01-22
1524756	2014-04-01

9. Log Out. See *Figure 9*.

Figure 9

The screenshot displays a web application interface. At the top right, there are three green buttons: 'Print', 'Help', and 'Logout'. A large orange arrow points to the 'Logout' button. Below these buttons is a navigation bar with a dark background and white text, containing 'School', 'Battlefield', 'Address', '6045 Barker Street', 'Region', and 'Niagara'. Underneath the navigation bar is a row of five green buttons: 'Monthly Entry', 'Site Visits', 'Orders', 'Renewal', and 'Client Reports'. Below this row is a table with a dark header and white content. The table has two columns: 'Order #' and 'Created Date'. The table contains three rows of data.

Order #	Created Date
2259361	2015-09-04
1868991	2015-01-22
1524756	2014-04-01