



# Life Cycle of a Delivery

Only Authorized Shoppers may submit orders through Agency Express:

[www.foodbankrockies.org](http://www.foodbankrockies.org) ~ click on Partner Portal at the top of the page

Contact us at [partnersolutions@foodbankrockies.org](mailto:partnersolutions@foodbankrockies.org) for log in information

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Order by 3pm for delivery on Thursday.	Order by 3pm for delivery on Friday.	Order by 3pm for delivery on Monday.	Order by 3pm for delivery on Tuesday.	Order by 3pm for delivery on Wednesday.

## All delivery orders run on a 4 day cycle

### Day 1

Order is submitted by 3pm.

Orders are processed at 3pm and then checked for accuracy.

Any changes needed to your submitted order must be sent to Partner Solutions staff by 3pm.

*Partners may place only one order per delivery and it must be at least 250 lbs. Orders not meeting this requirement will be rejected and not sent to the warehouse.*

### Day 2:

Orders are sent to the warehouse to be picked and palletized for delivery.

### Day 3:

Deliveries are staged, verified, and loaded for next day delivery.

### Day 4:

Deliveries are sent to designated locations.

Partner checks order for accuracy at the time of delivery or immediately upon returning to storage site.

Partner must notify Partner Solutions staff within two business days of any shortages or overages to an order.