



Life Cycle of a Food Order

Only Authorized Shoppers may submit orders through Agency Express:

www.foodbankrockies.org ~ click on Partner Portal at the top of the page

Contact us at Partnersolutions@foodbankrockies.org for Log in information

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Order by 3pm for pick up on Wednesday	Order by 3pm for pickup on Thursday	Order by 3pm for pick up on Friday	Order by 3pm for pick up on Monday	Order by 3pm for pick up on Tuesday

All orders run on a 3 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 a day 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.

Orders are staged for
Partner pickup on the
following day.

Day 3

Partner picks up order.

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

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