



ADM Milling Ordering (Muffin/Pancake Mix)

Web Tracker Website: www.webtracker.ca/snp

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

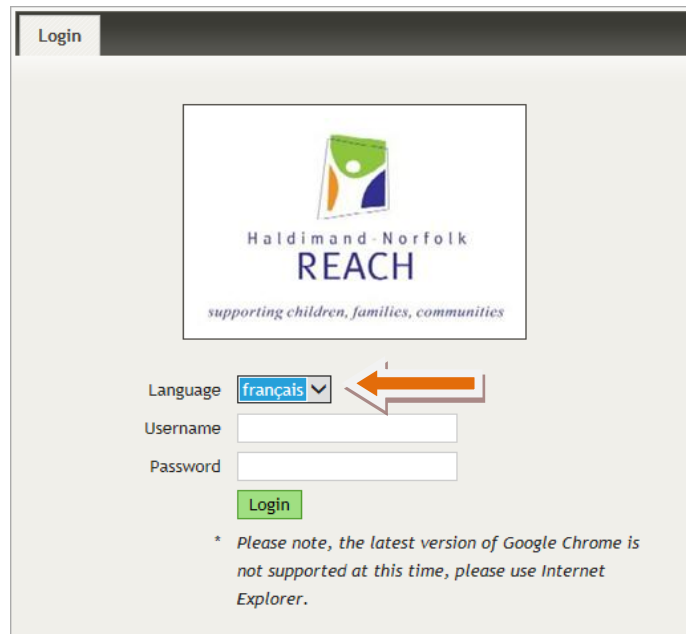
To Login in and complete your report in **French**, go to the drop down language tab. See *Figure 1.1*.

Web Tracker does **not** support **Google Chrome**. 

Figure 1

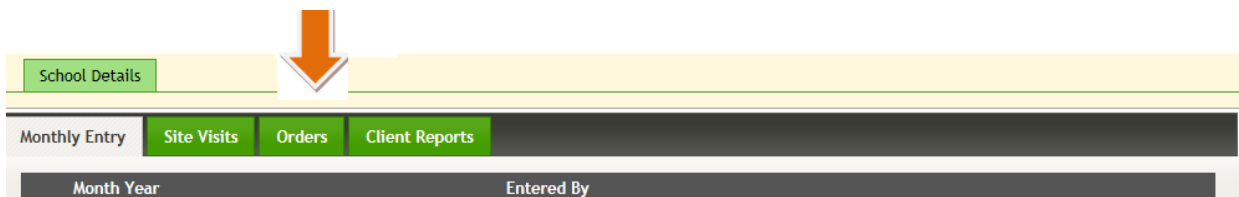


Figure 1.1



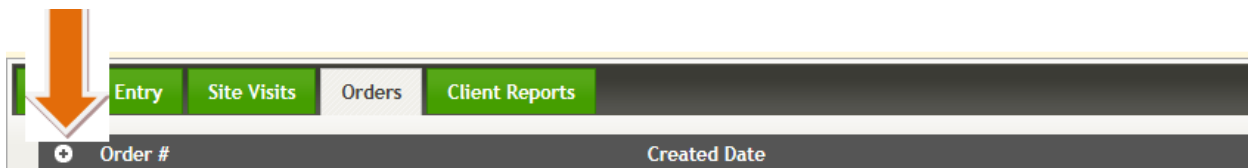
2. Click on the “ORDERS” tab. See **Figure 2**.

Figure 2



3. Click on the . See **Figure 3**.

Figure 3




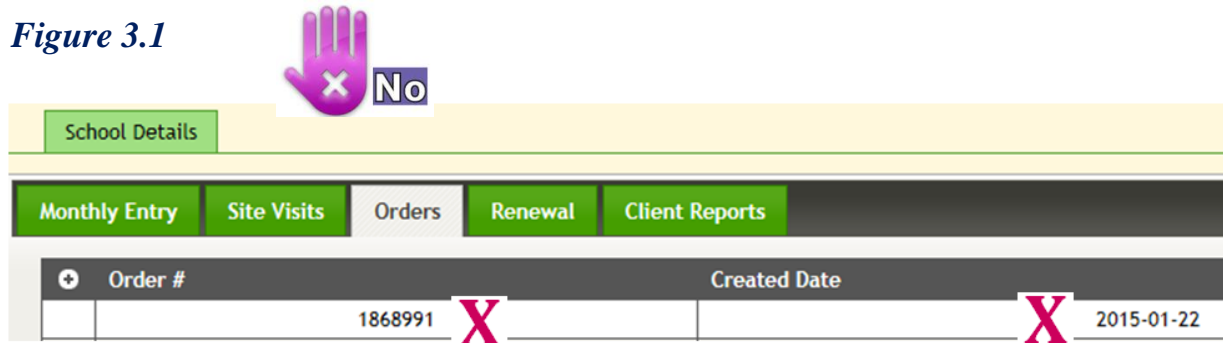
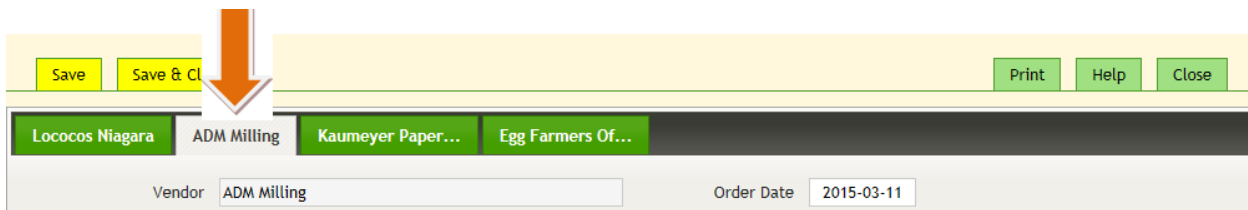
Please **DO NOT** click and edit a previous order as a way of placing a new order. The system will **NOT** accept the changes and will **NOT** recognize it as a new order. See *Figure 3.1*. 

Figure 3.1



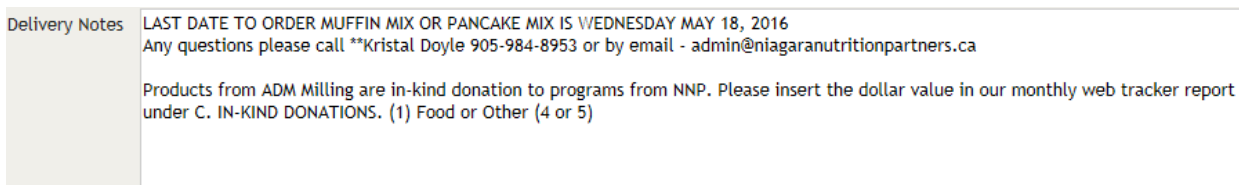
4. Click on the **ADM Milling** tab. See *Figure 4*.
Important: “Vendor Delivery Notes” – See *Figure 4.1*.

Figure 4



Please read the following:

Figure 4.1



5. NNP will be placing orders for ADM Milling **ONCE A MONTH**. See *Figure 5*.

Ordering Dates

Figure 5

Month	Dates	Notes
SEP	8 th – 23 rd 12:00 Noon	
OCT	1 st – 21 st 12:00 Noon	
NOV	2 nd – 18 th 12:00 Noon	Please order enough to last through to January.
DEC	Not Available	No orders please
JAN	4 th – 20 th 12:00 Noon	
FEB	1 st – 17 th 12:00 Noon	
MAR	1 st – 23 rd 12:00 Noon	
APR	1 st – 20 th 12:00 Noon	
MAY	2 nd – 18 th 12:00 Noon	
JUN	Not Available	No orders please

6. Enter in the quantity for the item(s) you wish to order. See *Figure 6*.

Figure 6

Food Item	Case Size	Quantity	Cost	Sub-Total
Pancake mix	15 kg	1		\$18.68
Plain Muffin mix	20 kg	0	\$32.05	\$0.00
Super Bran muffin mix	20 kg	0	\$35.00	\$0.00
Super Carrot muffin mix	20 kg	0	\$37.60	\$0.00
Super Oatmeal muffin mix	20 kg	0	\$27.33	\$0.00
Total				\$18.68



NNP pays for these items. NO PAYMENT REQUIRED.



7. Check the total at the bottom of the page to ensure your order is correct. See *Figure 7*.

Figure 7

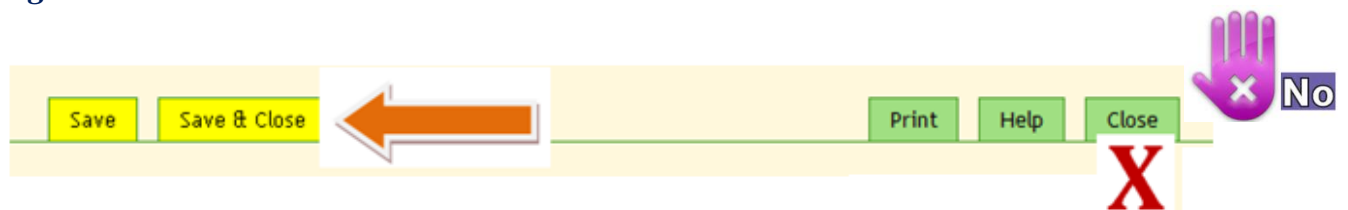
Plates	6 in(8/125 count)	<input type="text" value="0"/>	\$55.11	\$0.00
Portion Cups & Lids (250 count)	1.5 oz	<input type="text" value="0"/>	\$7.40	\$0.00
Spoons	1000	<input type="text" value="1"/>	\$14.24	\$14.24
			Total	\$158.52

8. Scroll back up to the top of the page and click the “**Save & Close**” button. See *Figure 8*.

IF YOU CHOOSE THE “CLOSE” FEATURE *Figure 8*, YOUR REPORT WILL NOT BE SAVED AND IT WILL HAVE TO BE RE-ENTERED.



Figure 8



Products from ADM Milling are an in-kind donation to programs from NNP. Please insert the dollar value in your monthly web tracker report under C. IN-KIND DONATIONS. (1) Food or (4) Other– **please see your Web Tracker Ordering Guide Page 4 - #7 Figure 7 for further instructions when doing your monthly reporting.**

- Once the screen is closed you will see your new order with the **Order#** and the **Created Date**. See *Figure 9*. Should you need to make any changes please contact:

admin@niagaranutritionpartners.ca

Figure 9

School Details				
Monthly Entry	Site Visits	Orders	Renewal	Client Reports
+	Order #	Created Date		
	2259361	2015-09-04		
	1868991	2015-01-22		
	1524756	2014-04-01		

- Log Out. See *Figure 10*.

Figure 10

School Details					
Print	Help	Logout			
School	Battlefield	Address	6045 Barker Street	Region	Niagara
+	Order #	Created Date			
	2259361	2015-09-04			
	1868991	2015-01-22			
	1524756	2014-04-01			